



Town of Pepperell
BOARD OF APPEALS

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MEMORANDUM

To: Andrew MacLean, Town Administrator

From: Cheryl Lutcza, Assistant to the Zoning Board of Appeals

Date: January 20, 2021

Re: Zoning Board of Appeals (#17600) - FY2022 Budget Narrative

The Zoning Board of Appeals has five volunteer Board Members and one employee, a part-time Administrative Assistant. The part-time Administrative Assistant is responsible for providing all of the administrative and clerical support to the Board.

The Zoning Board of Appeal's FY2022 Budget request consists of two line items (Wages/Hourly and Office Supplies & Expense).

Wages/Hourly:

- Per our recent meeting, the FY2022 Wages/Hourly request is \$14,004.06, which is based on 10.5 hours per week for the part-time Administrative Assistant to the Board. Although FY2021 has been a "lighter" year than usual, this is primarily due to the pandemic, and it should be anticipated that the activity for the Board will increase in FY2022 as the pandemic eases.

Office Supplies/Expense:

- The FY2022 Office Supplies and Expense request is \$250.00 (same as FY2021).

Cc: Mark Walsh, ZBA Chairman and ZBA Members